

# An Employer's guide to A4e **APPRENTICESHIPS**

A recent CBI Survey stated that '63% of employers saw investment in skills as very important for achieving their strategic objectives. 72% of employers plan to maintain or increase their spending on training and development'.

(Researched produced The CBIs Ready to Grow - business priorities for education and skills 2010)

This means real support for business workforce development with accredited qualifications and bite sized / bespoke programmes to bridge skills gaps thereby developing newly appointed staff and the professionalism of the existing workforce supported by funding where appropriate.

## **There are many benefits to a well trained workforce. Apprenticeships focus on key advantages for your business:**

- Your workforce capabilities are mapped against national occupational standards
- Progression and career planning for your staff, reducing staff turnover
- More competent and confident staff who are more aligned to your business objectives
- Access to Government funding to bolster your training budget
- Improved business performance

## **Recent changes to Apprenticeships**

In April 2011 Apprenticeships underwent fundamental changes to support the Governments Adult Skills Programme requiring staff to be trained to higher levels and giving them accredited skills and confidence to work more effectively. Many of the role requirements in today's job market require level 3 skills (A level standard).

## **Apprenticeships can only be achieved in the workplace and are made up of up to seven components:**

- Competency component
- Knowledge component
- Key Skills – Communication
- Key Skills – Mathematics
- Key Skills – ICT
- Employer Rights & Responsibilities
- Personal Learning & Thinking Skills

**Barbara Boland**  
Resource Manager, Fujitsu



*"I have been extremely impressed with the support provided. The team are excellent - informative, knowledgeable and pro-active and a pleasure to work with. I have been provided with an excellent overview of A4e and the support is outstanding in all accounts. Very well presented and delivered to a high standard"*



## Qualifications Credit Framework (QCF)

In 2010, the Government introduced a new way of recognising learner achievements through the award of credits for units and qualifications. All qualifications now have a credit value, and are as follows.

- **Awards** are 1 to 12 credits in size
- **Certificates** are 13 to 36 credits in size
- **Diplomas** are 37 credits or more in size

Every unit your employee(s) complete will have a credit value relating to the size of the unit and based on how long it takes to complete. Each unit also has a level and there are 9 levels, which relate to the level of difficulty.

**On request we can send you details of the qualifications and Apprenticeships programmes that are most relevant to your business.**

A4e Learning & Skills has adapted its delivery model to maximise the changes and benefits of today's Apprenticeships to meet both your business needs and that of your workforce. We are able to offer a simple solution to what could appear to be a complicated Apprenticeship framework.

## In summary we deliver Apprenticeships to you using key stages:

- Completing a detailed workforce evaluation and Skills Development Plan compiled for your consideration
- Specific solutions tailored to your organisation and to the occupational area you operate in
- Additional accredited qualifications offered
- Agreement reached with you to deliver the Apprenticeship programme in a flexible way that does not impact on the day to day running of your business
- Staff induction and Individual Learning Plans completed
- Training commences
- Review progress with you at 13 weeks and agree further actions if necessary
- Apprenticeships achieved, celebrated and certificates awarded
- Present workforce progression opportunities to the next level

## eTrack online portfolio and quality assurance

A4e Learning & Skills uses technology to deliver programmes quickly and efficiently. This system allows access for learners 24 hours a day from any computer and provides employers with key information about its workforce and the progression of their Apprenticeship and the study they are undertaking.

This system also allows A4e Managers and Verifiers, who are responsible for the qualification standards, to monitor and ensure Assessors and Tutors are giving the best possible service to learners allowing them to achieve their Apprenticeship in a timely manner.

We hope this insight into Apprenticeships in the workplace and recent changes has provided you with the knowledge to seriously consider Apprenticeships in your business. A4e Learning & Skills works in partnership with thousands of employers delivering a broad spectrum of qualifications and services.

You can find out more about our Apprenticeship Programme on our website at: [www.a4elearningandskills.co.uk](http://www.a4elearningandskills.co.uk) or email us: [skills@a4e.co.uk](mailto:skills@a4e.co.uk)

In addition, you can call our Customer Service Team on: **0114 289 4802**



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